

Application Process Information Sheet for the Windswept Grant Program

Maryland Energy Administration (MEA)

September 2009

Applications are currently being accepted for the Fiscal Year 2010 Maryland Windswept Grant Program. Upon receipt of application, MEA will review to ensure that applicant is qualified to receive a grant. If the applicant is deemed qualified, MEA will notify the applicant by mail that they have been approved. Approvals for grants are issued on a first come, first serve basis. Applications will continue to be reviewed on an ongoing term until funds are fully committed.

Applications must be sent by U.S. mail, by delivery service, or hand-delivered to MEA. No e-mails or facsimiles will be accepted. Address applications to:

-Attention- Windswept Grant Program
Maryland Energy Administration
1623 Forest Drive, Suite 300
Annapolis, MD 21403

A limited number of grants are available to Maryland residents and businesses who install qualified wind energy systems. To be eligible, systems must be listed in either the California Energy Commission's [List of Eligible Small Wind Turbine](#) or New York State Research and Development Authority's (NYSERDA) [Qualified Small Wind Generators](#) listing. Eligible turbines must also be at least 1kW and no more than 100kW.

Grants amounts are based on a wind turbine's *normalized system capacity, with a maximum possible grant of \$20,000. (For an explanation of how normalized system capacity is calculated please see page 2)

Necessary Steps Prior to Applying

Please become familiar with all the program requirements prior to applying for a grant.

- 1) Complete, sign, and date the Pre-Qualification Form (available from MEA)
- 2) Complete, sign, and date the 2-page Application Form
- 3) Submit a signed cost estimate, purchase order, or letter of intent from your installer (If you are performing a self-install you will still need to fill this requirement)
- 4) Submit an itemized list of components
- 5) System schematic or line drawing, and a site plan demonstrating where proposed turbine will be located on property, demonstrating area topography, elevation, and any nearby structures
- 6) Preliminary wind analysis - please demonstrate one of the following:
 - Site average wind speed in either miles per hour or meters per second recorded at a height of 30m or (100ft)
 - Site latitude and longitude (property address can be used)

Application

The application is a two page form plus an accompanying Pre-Qualification Form and required supporting documentation. Examples of these documents are available on [MEA's Windswept Grant Web Site](#). Application packages can be sent to you by mail as well. Contact MEA at meainfo@energy.state.md.us or 1-800-723-6374 to request an application package.

Maryland residents and businesses may only apply for one Windswept grant. Grants will be allocated on a *per-property* basis. Multiple grants will not be issued for multiple turbines on the same property.

An original signature of the applicant is required. A signature of the individual providing the cost estimate, purchase order or letter of intent is required. This may be provided on a separate form and enclosed with the application. If there are any questions, please send an e-mail to -Attention- Windswept Grant Program to meainfo@energy.state.md.us or call 1-800-72-ENERGY (1-800-723-6374).

Grant issuance will be dependent on funding availability. It is possible that some qualified applications will not be funded.

Grant Calculations

MEA looks forward to working with the [Small Wind Certification Council](#) (SWCC) as it develops standards and protocols for evaluating wind energy generation systems. SWCC may perform their own testing and are likely to issue normalized standards for turbines. This normalization capacity rating is expected to be calibrated at 11 m/s or approximately 25mph.

*Normalized system capacity will be calculated by examining the manufacturer's turbine output power curve and determining the total output at 11 meters per second (m/s). Certain turbines may peak at wind speeds below 11 m/s, in such cases, manufacturer's rated capacity will be used for normalized system capacity figures.

MEA will provide financial support, conditioned on available funding, according to the formula below. However, MEA will not cover more than 50 percent of the net cost of installation. Net cost shall be calculated as the installation cost less any federal, county or local grants or tax credits. Funding shall be provided at the following levels:

- \$2,800 per kilowatt of capacity at wind speed of 11 m/s up to \$14,000 (5 kilowatts)
- An additional \$2,100 per kilowatt of capacity at wind speed of 11 m/s not to exceed total grant allocation of \$20,000.

For a listing of common turbines and their grant calculations please see: [MEA Windswept Grant Page](#)

Application Review Process

All grant applications and accompanying documentation must be complete and accurate. Among other things, they must include a site assessment to ensure that the site is appropriate for a wind project. It is possible that some applications may be deemed ineligible based on site conditions. The review criteria is a first-come, first-served basis for qualified applications.

Grant Approval Notification

Upon receipt of application, MEA will review to ensure that applicant is installing a qualified wind energy system, and that the site of the installation is deemed acceptable for wind energy.

MEA will send a qualified applicant a Windswept Grant Offer Letter, informing the applicant that they have passed review and are now "official program participants." This means the program participant will have 90 days to complete the project and provide to MEA the Completion Certificate and accompanying documentation, or risk losing their grant. Once the Grant Offer Letter is received by the program

participant, the participant must sign and date the letter and return it to MEA to signify that they intend to go forward the installation. MEA shall also provide the program participant a copy of the Terms & Conditions, and the Completion Certificate along with the Grant Offer Letter.

MEA may allow for time extensions. If an extension is necessary please notify MEA at least 10 businesses days prior to the expiration of the 90 day period.

Please note: If the system has already been installed prior to submitting an application to MEA, the project is still eligible for a grant, as long as the system was placed in service within the same fiscal year that the application was submitted.

Waitlist Procedures

Eligible applicants who are not approved for a grant due to insufficient funds will be placed on a waiting list. The order of the waiting list will be determined by the date that MEA receives their completed application. Applicants will remain on the waitlist until sufficient funding is made available. Waitlisted applicants will only be removed from waitlist at the applicant's request, and will not be dropped even if the fiscal year expires.

Completion Certificate

Upon completion of the project, the program participant must submit to MEA the Completion Certificate signed by the owner and the installer. The Completion Certificate must include a social security (SS#) number or a federal identification number (FID#) and must be accompanied by the required supporting documentation. The required supporting documentation includes:

- Copies of all issued inspection documents, permits, or both, as provided by the local authority having jurisdiction;
- Copy of interconnection agreement with local utility
- A copy of the product specification sheet;
- A copy of the final sales invoice(s), denoting actual price paid for the entire system;
- A copy of the system warranty agreement
- MEA also requests a photograph of the turbine(s) installation.

MEA has the right to inspect all work prior to issuing payment of a grant.

Program participants who have successfully installed their system can expect to receive their grant check within four to eight weeks from the time they submitted all the necessary completion documents to MEA.

Please be sure to be aware of all requirements and supporting documentation prior to undertaking the project.